

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: FACILITIES ASSISTANT
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2850

OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full- or 3/4-time temporary Facilities Assistants (Special Consultant). This temporary appointment will run for a period not longer than 1,000 hours. Vacation and sick leave allowance, state holidays and public transportation transit subsidy are paid. No other benefits are associated with this position except those required by law. Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

The HCRC is a judicial branch agency established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

RESPONSIBILITIES

Under supervision of legal and administrative staff, the temporary facilities assistant will furnish support to staff members (administrative staff, paralegals, attorneys, etc.) regarding the organization and processing of legal materials in anticipation of an office relocation scheduled for summer 2007. Tasks include:

- Indexing box contents, generating labels, inputting data into tracking sheets and databases;
- Bates numbering documents and preparation of the Bates log;
- Preparing documents for scanning and, in some cases, scanning the documents;
- Preparing labels and files;
- Organizing and filing documents;
- Organizing storage and supply areas;
- Moving boxes, files, and binders;
- Special projects as assigned;
- Transporting materials weighing up to 60 lbs; and
- Moving materials on a hand truck two city blocks to and from office(s) and storage location.

QUALIFICATIONS

- High school degree;
- Some experience in the operation of personal computers and the use of Microsoft Word and Excel;
- Experience entering inventory data in electronic spreadsheet;
- Detail oriented and accurate;
- Ability to organize, prioritize, and coordinate multiple work activities to meet deadlines;
- Ability to work with a team and independently;
- Understand and follow oral and written directions;
- Communicate effectively orally and in writing;
- Knowledge of correct business English, including spelling, grammar, and punctuation;
- Ability to exert self physically as required by job description; and
- Safely operate equipment; comply with health and safety codes.

HOW TO APPLY

This position requires submission of: (1) official application and (2) response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to HCRC Temporary Facilities Assistant, Job Req #2850 in all communications, including your application. Previous applicants must reapply for further consideration. This position will be filled based on the needs of the agency and is opened until filled.

Selection Procedure:

Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and regarding in-person pick up or delivery of applications.

To apply online, go to **<http://www.courtinfo.ca.gov/careers/>**

- Click on "View postings and apply for jobs"
- Search for job requisition 2850

To obtain a printed application, please call www.hcrc.ca.gov/employment.

Please mail or fax printed applications to the following address:

Habeas Corpus Resource Center
50 Fremont Street, Suite 1800
San Francisco, CA 94105
415-348-3800
415-865-4272 (Telecommunications Device for the Deaf)
Fax (415) 348-3873

PAY & BENEFITS

SALARY: \$15 per hour

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
for
FACILITIES ASSISTANT
Job Req #002850

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. To be considered for this position, you must include your answers to these questions. Our online application will allow you to submit your answers to these questions. Your answers will allow us to better assess your qualifications. You may use additional pages for your answers if necessary. Please answer each question thoroughly.

1. Describe your experience organizing large quantities of materials, electronic information, or files.
2. Describe your experience providing clerical or administrative support.
3. Describe your experience with data entry. Include the program(s) used.
4. What did you like best about the jobs you have had?
5. What did you like the least?
6. Please indicate your level of proficiency with Microsoft Word as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
7. Please indicate your level of proficiency with Microsoft Excel as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
8. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
9. Please describe your experience with database software other than Microsoft Access and indicate your level of proficiency as "Beginner", "Intermediate", "Advanced" or "None".